

PART ONE

INITIAL EQUALITY IMPACT ASSESSMENT AND SIGNIFICANCE TEST

The Initial Equality Impact Assessment and Significance Test templates should be completed prior to seeking authority to proceed with the development of the following documents:

- Strategies
- Plans, including Contingency Plans
- Project Initiation Documents
- Policies and Procedures

The Initial Equality Impact Assessment and Significance Test grading will always be agreed by three people. This will give integrity and consistency to the process and will draw on the experience, knowledge and common sense judgement of more than a single individual. The following will usually be the posts involved in the process;

Policy and Procedure

- Policy or Procedure Owner or Holder
- Policy Officer
- Diversity Officer

Other Corporate Documents

- Corporate Document Owner
- Corporate Document Developer
- Diversity Officer

Advice on the types of information available to assist in the completion of the templates can be obtained from the Policy or Diversity Units.

It is recognised that there will be occasions when the knowledge and experience of the staff members involved in the Equality Impact Assessment process will be such that there may not be a need to undertake any initial research or consultation in order to complete the Initial Equality Impact Assessment. This is acceptable provided that the reasons are accurately recorded in the workbook.

INITIAL EQUALITY IMPACT ASSESSMENT TEMPLATE

1.1 Summarise the main aim(s) or purpose of the corporate document.

Main aim(s) or purpose, including any benefits or outcomes	Date
<p>Aims:</p> <ul style="list-style-type: none"> • Identify the procedure for all staff and officers to follow when requesting a break from their career in order to spend a period of extended time to pursue a full time activity. • Prevent an individual from having to give up their career to pursue other activities. • Ensure that valuable skills and experience are retained within the Constabularies. • Ensure that the process for individuals returning to work is managed correctly and timely. • Record and monitor both supported and not supported applications to ascertain from corporate data if any groups are being adversely affected. <p>Benefits:</p> <ul style="list-style-type: none"> • To all police officers and members of police staff who meet the qualification requirements, the HR department and management, having a clear procedure to be followed. • To the Constabularies – by having the ability to retain valuable skills and experience. <p>Outcomes:</p> <ul style="list-style-type: none"> • To have a clear to follow procedure providing equality of opportunity for all police officers and members of police staff • To ensure that the return of individuals is managed appropriately • To monitor applications that are both supported and not supported in terms of protected characteristics • To provide relevant information for decision making purposes 	21/01/13

1.2 Identify individuals and organisations internally and externally that are likely to have an interest in, or be affected by, the corporate document. Where a review is being undertaken, if appropriate, highlight any changes to who might have an interest in the document.

Internal	Date
Police officers, police staff, line managers, Force Executive, Commanders/Department Heads, Police Federation, UNISON, Superintendents Association, HR Department	21/01/13
External	Date
<ul style="list-style-type: none"> • Home Office for statistical purposes. • Potential future candidates to the Police Service. • Community groups who may benefit from voluntary work during a career break. • Families/partners/dependants of member of staff/officer 	21/01/13

1.3 Who implements the corporate document and who is responsible for the corporate document?

This includes shared documents, documents that affect contractors or other public or private bodies: for example Group 4 Security, Multi Agency Protocol or PFI.

Individuals who wish to make an application for a career break. HR Service Desk and HR Advisors are available to provide support and guidance to individuals and line managers with regard to procedures. Commanders/Department Heads are responsible for supporting the application at varying stages of the process. The Deputy Chief Constable is responsible for making the final decision regarding the support and authorisation of each application. The Assistant HR Advisor (Policy & Reward) is responsible for the monitoring of all applications.

1.4 What factors could contribute or detract from the outcomes?

- The policy may act as a motivator to new recruits who will be able to pursue a career path before a career break knowing that they could carry on when they returned.
- There may be a reduction in staff turnover as staff do not have to resign to pursue a full time activity with the provision of a career break facility.
- Line managers and HR Advisors must ensure that the policy is adhered to particularly in terms of the management and time scales of staff returning from career breaks.
- The process must be transparent and fair.

1.5 Are there any concerns that the corporate document could have a differential impact on any of the following groups and is there evidence to support this?

Group	Yes	No	Evidence	Date
Age		X		21/01/13
Disability		X		
Gender reassignment		X		
Marriage and civil partnership		X		
Pregnancy and maternity		X		
Race		X		
Religion or belief		X		
Sex		X		

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

Sexual orientation		X	
Family Status e.g. dependants or caring responsibilities		X	
Economic Status		X	

1.6 Could the differential impact identified in 1.5 above amount to there being potential for adverse impact and, if so, can this be justified on any of the following grounds:

- promoting good relations between diverse communities;
- promoting equality of opportunity;
- eliminating unlawful discrimination;
- eliminating unlawful harassment;
- encouraging participation in public life;
- addressing the specific needs of disabled people.

	Yes	No	Reason	Date
Is there potential for adverse impact?		X		21/01/13
Can this adverse impact be justified?	N/A			

SIGNIFICANCE OF INITIAL EQUALITY IMPACT ASSESSMENT

Based on the information provided in the Initial Equality Impact Assessment template, assess the significance of the impact as either Low, Medium or High.

Guide to assessing significance:

Low – where the answer in respect of all eleven groups in 1.5 above is ‘no’;

Medium – where the answer in respect of between one and four groups in 1.5 above is ‘yes’. However, if the likely adverse impact on any or all of those groups is considered to be particularly significant, it may be appropriate to classify the significance as High;

High – where the answer in respect of between five and eleven groups in 1.5 above is ‘yes’ or where the likely adverse impact on one or more groups is considered particularly significant.

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

Low: No further assessment required and review every three years.	X
Medium: Requires Full Equality Impact Assessment and relevant consultation in year one and bi-annual review.	
High: Requires Full Equality Impact Assessment and relevant consultation in year one and annual review.	

Equality Impact Assessment - Low Significance

Those corporate documents identified as having a low significance will be developed without the need to complete a Full Equality Impact Assessment. However, if during the course of the corporate document process equality issues are identified then the Initial Impact Assessment and Significance Test should be repeated.

Equality Impact Assessment – Medium and High Significance

The Full Equality Impact Assessment process will commence when approval has been given to develop the corporate document.

The Initial Equality Impact Assessment Template and Significance of Initial Equality Impact Assessment were completed by:

Name: Rebecca Newman
Position: HR Manager (Policy & Reward)
Date: 21 January 2013

Name: Abraham Eshetu
Position: Diversity Manger
Date: 21 January 2013

Name: DCC Bailey
Position: DCC Norfolk
Date: 11 March 2013

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

PART TWO**FULL EQUALITY IMPACT ASSESSMENT**

All questions should be considered from the perspective of all diversity strands, i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and from the perspective of family status e.g. dependants or caring responsibilities and economic status.

2.1 Research

1. What monitoring arrangements are in place? (With new corporate documents there may be no arrangements in place, in which case go to question 2)	
2. What quantitative data has been considered?	
3. What qualitative information has been considered?	
4. Is there a public concern regarding the subject of the corporate document? If so, describe how these concerns have been identified	
5. Provide details of any changes in legislation or national guidance affecting the corporate document	
6. Summarise the findings	
7. Have gaps in the research or data been identified?	
8. Has the corporate	

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

document been amended in light of the research findings?	
9. Outline any plans for further research or data collection	

2.2 Consultation

10. Which individuals and organisations internally and externally were consulted or involved and how were they consulted or involved?	
11. Have consultees been informed of the results of consultation or involvement and by what means?	
12. Summarise the key findings or outcomes of the consultation or involvement	
13. Has the corporate document been amended in light of the consultation or involvement?	
14. Is there a need for further consultation?	
The results of consultation should be recorded in Appendix A	

2.3 Equality Analysis and Review

15. Is there any evidence that the corporate document could be perceived as discriminatory or could damage good relations between people of different groups?	
---	--

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

16. What might the negative implications of the corporate document be for the public or Constabulary staff?	
17. What might the positive implications of the corporate document be for the public or Constabulary staff?	
18. Is there any evidence that the corporate document has an adverse impact, directly or indirectly, on any members of the public or Constabulary staff?	
19. What changes, if any, have been made to the corporate document as a result of the Equality Impact Assessment to reduce adverse impact?	
20. What changes, if any, were considered but not implemented?	
21. If the potential remains for the corporate document to have a negative impact on members of one or more groups, explain why implementation is to continue and can this be justified?	
22. If your assessment is that the corporate document is likely to have an adverse impact is there an alternative means of achieving the document's aim, objective or outcome?	

23. What changes, if any, need to be made in order to minimise unjustifiable adverse impact?	
--	--

2.4 Monitoring

24. What arrangements have been made to monitor the corporate document? Please identify monitoring review dates	
--	--

2.5 Summary

25. Please provide a summary of the findings of the Equality Impact Assessment against the corporate document under each of the eleven diversity strands. This summary will be used by the Constabulary to inform the public and will become a public document.	
---	--

PART THREE

FINAL APPROVAL AND SIGN OFF

Assessment completed by:

Name:

Position:

Date

Signed by Corporate Document Holder:

I am satisfied that [Name of Corporate Document) has been fully Equality Impact Assessed.

Name:

Position:

Date:

Appendix A: Equality Impact Assessment Consultation Record

Consultee	Comment	Action
Norfolk IAG	Clearly written and accessible. No obvious reason for it to have any differential or adverse impact. Presentation would be better by separating the Index from the General principles section.	No action required.
	Point 1.3 This may be a definitive list but would prefer the section finished after 'promote good relations'.	No action required.
	Points 4.3, 11.3, 11.4 & 11.7: Cannot get my head round it. Does this really mean there may not be a job to come back to but no redundancy! Not a comfy situation.	This reflects the current Norfolk Career Break policy and the position has been approved by our Legal Services department. No action required.
Suffolk Diversity Unit	All responded with no comments.	No action required
Suffolk Unison		
The Office of the PCC (Suffolk)		
Norfolk Supt Assoc		